

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Transportation Material Storage Supervisor
Bureau of Finance and Administration**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current examination list
Location: Statewide
Job Posting No: 28533
Hours: 8:00 am to 4:30 pm
Salary: AR-25: \$66,608.00 to \$85,851.00 annual
Closing Date: August 1, 2012

Eligibility Requirement: Candidates must have applied for and passed the Transportation Material Storage Supervisor examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of the principles and practices of handling and storing materials, supplies, and repair parts; considerable knowledge of the methods and procedures of stock control and storage; considerable knowledge of relevant agency policies and procedures; knowledge of purchasing principles and procedures; considerable interpersonal skills; considerable oral and written communications skills; considerable ability in adapting general office practices and procedures to stores control; supervisory ability; ability to audit stock accounts; ability to keep records and make reports; ability to utilize computer software.

General Experience: Six (6) years of experience in materials storage handling in charge of a large complex stores operation.

Special Experience:

Two (2) years of the General Experience must have been in a lead or supervisory capacity.

Note: For State Employees, lead experience is interpreted at the level of Department of Transportation Maintainer 3. Supervisory experience is interpreted at the level of Material Storage Supervisor 1

Substitution Allowed:

College training in business administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months experience to a maximum of four (4) years.

Special Requirements: Incumbent is required to travel; possess and retain valid Motor Vehicle Operator's license; mandatory/extensive overtime required; supervisory knowledge.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Transportation Material Storage Supervisor positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) by August 1, 2012 to:

**DEPARTMENT OF TRANSPORTATION
Jan Snyder
TranspPurchg&StorsAsstDir
Bureau of Finance & Administration
2800 Berlin Turnpike
Newington, CT
Email: Janice.A.Snyder@ct.gov
Fax Number: 860-594-2302**

State employees must include their last two service ratings

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

